cocoon™

DIGITAL VIDEO SECURITY SYSTEM

Model Number: DVR6093

INSTRUCTION MANUAL

Safety Instructions

1. **Read instructions**
   Carefully read all safety instructions and the user manual before operation.

2. **Power source**
   Only use the supplied power adaptors. Using other power adaptors may cause damage to the unit or potentially start a fire.

3. **Do not expose the DVR unit to moisture**
   Avoid installing the DVR unit in a location with high humidity or in a location where liquid may spill onto the unit. Liquid may cause a short circuit which can result in electric shock or fire.

4. **Do not expose to heat sources**
   Do not install near any heat sources such as radiators, stoves or other appliances that produce heat.

5. **Do not expose to dust**
   Do not use the DVR unit in dusty areas as dust can impair electronic components.

6. **Cleaning**
   Unplug all equipment from the wall outlet before cleaning. Do not use liquid aerosol cleaners. Use a damp soft cloth for cleaning.

7. **Lightning**
   Unplug all equipment during lightning storms to prevent damage. Unplug the DVR unit if it will not be used for long periods of time.

8. **Modifications & attachments**
   Never add any attachments and/or equipment without the approval of the manufacturer. Unauthorized modifications may result in fire, electric shock or other personal injury and may void your warranty.

9. **Ventilation**
   Do not block any ventilation holes. Do not place objects on top of or cover the ventilation holes on the sides of the DVR unit.

10. **Overloading outlets**
    Do not overload wall outlets with extension cords or multiple power boards to avoid the risk of fire or electric shock.

11. **Grounding mounted equipment**
    If mounting the DVR unit into a rack, ensure the rack is properly grounded before powering on and using the DVR unit to prevent electric shock and fire.

12. **Do not open DVR unit case**
    There are no user serviceable parts inside the DVR unit. Modifying any parts may void your warranty.

Contents

Safety Instructions ii

1 – Product Overview 1
- **1.1** Introduction 1
- **1.2** Package Contents 1
- **1.3** DVR Unit Front Panel 1
- **1.4** DVR Unit Rear Panel 1

2 – DVR unit Installation 2
- **2.1** Installation Location 2
- **2.2** DVR unit connections 2

3 - Using the DVR unit for the First Time 4
- **3.1** Remote Control 4
- **3.2** Mouse 4
- **3.3** Powering on the DVR unit 5
- **3.4** Main Display 5
- **3.5** Navigating the DVR Menus 5
- **3.6** Quick Popup Menu 6
- **3.7** Setting the Date and Time 6

4 - DVR unit Menu 7
- **4.1** DVR unit Menu Map 7
- **4.2** Main Menu 8
- **4.3** Display 8
  - **4.3.1** Live Settings 8
  - **4.3.2** Output 9
  - **4.3.2** Privacy Zone 9
- **4.4** Record 10
  - **4.4.1** Recording Parameters 10
  - **4.4.2** Schedule Recording 11
  - **4.4.3** Main Stream 11
- **4.5** Search 12
  - **4.5.1** Record Search 12
  - **4.5.2** Event Search 13
  - **4.5.3** Backup 14
  - **4.5.4** Log 14
- **4.6** Networking 15
  - **4.6.1** Network 15
  - **4.6.2** Sub Stream (Network) 15
  - **4.6.3** DDNS 16
  - **4.6.4** Email 16
  - **4.6.5** Mobile 17
  - **4.6.6** Remote Viewing 17
- **4.7** Alarm 18
  - **4.71** Motion 18

Contents

	4.8	Device	18
	4.8.1	HDD	18-19
	4.8.2	PTZ	19
	4.9	System	20
	4.9.1	General	20
	4.9.2	Users	21
	4.9.3	Version	22
	4.10	Advanced	22
	4.10.1	Maintain	22
	4.10.2	Events	22
5	- Viewing footage on your computer		23
	5.1	Installing the Video Player Software	23
	5.2	Playing Backup Footage	23-24
6	- Appendinx 1 - Networking		25
	6.1	Internet Explorer - ActiveX Settings	25-26
	6.2	Logging Into the DVR unit over Internet Explorer or Safari	27
7	- Appendinx 2 - Troubleshooting & Support		28
	7.1	Troubleshooting	28-30
	7.2	Glossary of Terms	30
8	- DVR Specifications		31
9	- Camera Specifications		32
10	- Support		35
11	- Warranty Details		35

Product Overview

1.1 Introduction

Thank your for purchasing the Cocoon Digital Video Security System. This powerful DVR unit (Digital Video Recorder) is ideal for monitoring and recording your home or business. We trust you will get many years of carefree and reliable use out of this product. Please read and follow the user manual before first use. If you experience any difficulties setting up or using this product, please see back page for contact details:

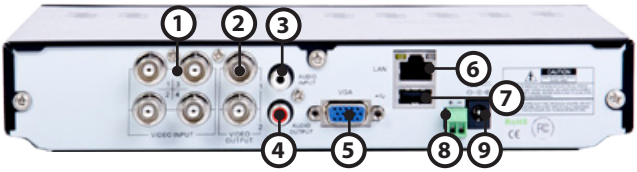
1.2 Package Contents

1. DVR unit with built in 500GB HDD
2. Video Cable
3. Remote Control
4. Mouse
5. Ethernet Cable
6. 2 x Power Adaptors
7. Power Splitter
8. 4 x Night Vision Cameras
9. 4 x 18m Extension Cables
10. Mounting Accessories
11. CCTV Stickers
12. Software CD

1.3 DVR unit Front Panel

1. IR Receiver – Receives Remote Control commands
2. PWR – Power LED lights when powered on
3. HDD – Hard Drive LED lights when in use
4. USB Port – Front USB port for flash drive backup / firmware updates

1.4 DVR unit Rear Panel



1. Video Input (1-4) – Connect up to 4 cameras
2. Video Output (1-2) – Connect to monitor / TV
3. Audio Input – Microphone input
4. Audio Output – Speaker output
5. VGA – Connect VGA monitor for higher resolutions (Cable not included)
6. LAN – Ethernet connection to modem / router (required for remote viewing over internet or mobile)
7. USB Port for mouse
8. RS485 – For use with PTZ cameras
9. 12V Socket – Connect 12V Power Adaptor

2 – DVR unit Installation

2.1 Installation Location

Before installing the security system, it is essential to plan where to locate the DVR unit.
Below are a few points to consider

- The DVR unit should be located in a central location with easy access to cameras and installed cables
- If you plan to use remote viewing features, the DVR unit should be located near your modem / router or network point
- The DVR unit should be installed in a secure location to avoid tampering
- Do not place heavy objects on top of the DVR unit
- Do not block ventilation holes on the top and sides of the DVR unit or use in an enclosed area which may cause overheating
- Plan out where you would like to place your cameras and test all connections BEFORE permanently installing cables and cameras
- Cameras can be placed covertly so no one can see them which is suitable for indoor locations where you do not want to see them every day, however, placing cameras in plain sight outdoors will act as a deterrent to would be intruders

2.2 DVR unit Connections

1. Connect each of the camera extension cables to the camera video and power connectors

2. Connect the other end of the extension cables to the video inputs labeled 1-4 on the back of the DVR unit

3. Connect the 4-way power splitter to each of the extension cables (red)

2 – DVR unit Installation

4. Connect the video cable to the back of the DVR unit and connect the other end of the video cable to your monitor or TV. Note you must switch your TV or monitor to the correct INPUT once the DVR unit has been powered on

5. Connect the mouse to the USB port (on the back of the DVR unit)

6. Connect the power adaptor to the 4 way splitter and plug into an outlet. Switch the outlet on. Note either power adaptor can be used, they are identical

7. Connect the power adaptor to the DVR unit and plug into an outlet. Switch the outlet on. The DVR unit will begin the boot sequence

Note: Both the DVR unit and cameras operate "always on". To turn the cameras or DVR unit off, switch off the power adaptors at the power outlet

Tips:
- Test all connections are working before permanently installing DVR unit and cameras
- Position the DVR unit in a central location where all 4 cameras will reach. If using the optional networking features make sure the modem is near the DVR unit

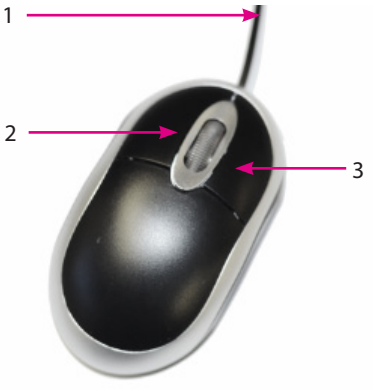
3 – Using the DVR unit for the First Time

3.1 Remote Control

Item	Key title	Key function
1	**1-9**	Channel select 1-4 / Numeric key entry for passwords or menu entries
2	**0**	Switch to GUI (Graphical user Interface) function
3	**ALL**	Toggle camera display mode
4	**Menu**	Enter / Exit the main menu
5, 6, 7,	▲▼◀/▶	Directional arrows – navigate menus
8	**SEL**	SEL Button - confirm selections
9	◀◀	Rewind Button
10	▶	Play Button
11	▶▶	Forward Button
12	●	Record Button
13	‖	Pause Button
14	■	Stop manual record / stop playback
15	**Audio**	Not used
16	**Mute**	Toggle audio on / off

3.2 Mouse

1. USB Connection – connect to back of DVR unit
2. Left Mouse Button (LMB) – click to see main menu and make selections
3. Right Mouse Button (RMB) – click to return to previous screen or exit menus



3.3 Powering on the DVR unit

1. Connect the Power Adaptor to the back of the DVR unit
2. Plug the Power Adaptor into a power outlet and turn the outlet switch to the ON position
3. Once Power is connected to the DVR unit it will proceed through the boot sequence

3.4 Main Display

Once the DVR unit has finished the boot sequence the main split screen display will appear. Each camera will be labeled CH1 to CH4

TIP: Double clicking a camera view will make the picture full screen. Double click again to go back to split screen mode

3.5 Navigating the DVR Menus

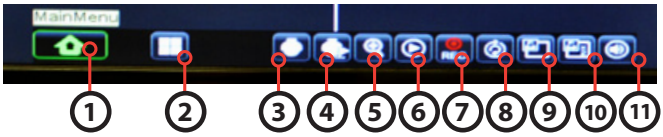
1. The easiest way to navigate the DVR unit menus is using the mouse. The mouse operates in much the same way as your computer. Left-click to makes selections and choose options. Right-click operates as a cancel or previous menu button

2. You can also use the remote control using the directional arrows and SEL button to make selections

NOTE: This manual assumes the user has connected the mouse to control the DVR unit. Any standard wired USB mouse will work with the DVR unit

3.6 Quick Popup Menu

Hovering the mouse near the bottom of the screen will show the popup menu for quick access to basic functions. For advanced functions see section 4 - DVR unit Menu



1. Main Menu – Access to system main menu
2. View 4 – Switch between single viewing mode to split screen. Alternatively, use the mouse and double click on the image to switch between the two modes
3. PTZ control - access PTZ (Pant Tilt Zoom) controls via shortcut. Must have PTZ camera installed and connected
4. Cruise Start / Stop – Toggle PTZ camera cruise mode on or off. Must have PTZ camera installed and connected
5. Zoom – While in single camera view, click and drag a box to zoom in on the selection. Double click to return to full screen mode
6. Record Search – Access record search menu
7. Start / Stop Record – Start and Stop recording all channels (default settings)
8. Start / Stop SEQ – When enabled this function will sequentially change channels in full screen
9. PIP (Picture-in-Picture) 1 X 1 – PIP mode shows one full screen camera with a smaller secondary camera. Click the displayed channel to change views between cameras. Click and drag the small image to move it to another area of the display
10. PIP 1 X 2 - Switch on PIP mode with two secondary channels. See PIP explanation in 9 for additional options
11. Volume – Adjust volume levels

3.7 Setting the Date and Time

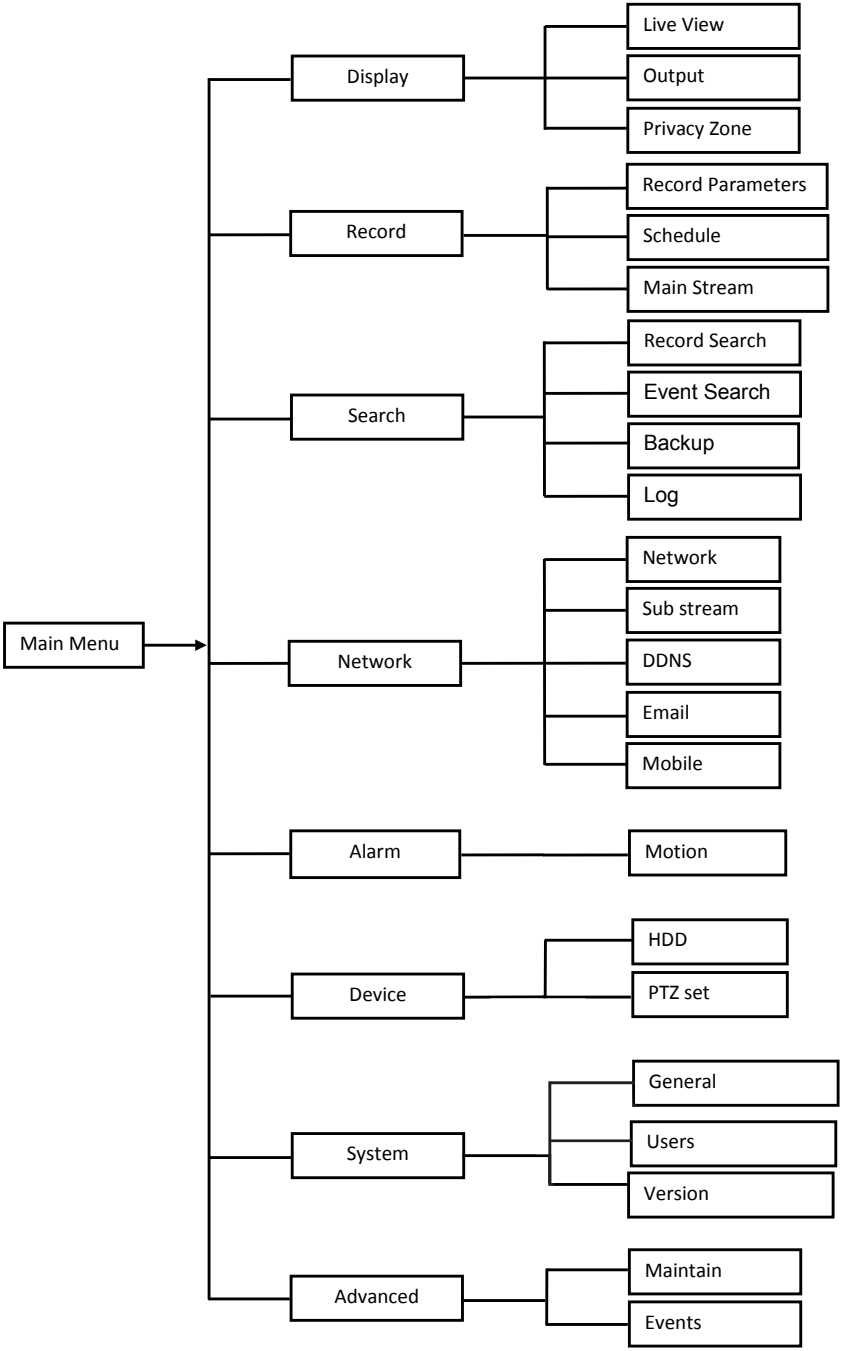
Ensure your recordings are capturing the correct date and time. Access the menu and make changes as necessary

a. Click - Main Menu > System > General

i. Change the current date and time by clicking on the date and time boxes and following the on screen prompts

IMPORTANT NOTE: Always click "Apply" after making any changes in the menu. If you do not click Apply your changes will not be saved

4 – DVR unit Menu Map



4.2 – Main Menu

4.2 Main Menu

To access the main menu, click the ⌂ icon or press Menu on the remote control to enter into Main menu. In the Main Menu, you can manage all DVR unit settings such as Display, Recording, Networking, etc.

4.3 Display

To access the Display settings, select Display from the main menu. Choose the tabs at the top to switch between Live, Output and Privacy Zone sub-menus. The Display menu provides access to features related camera images, labels, positioning, video output, privacy zones etc.

4.3.1 Live Settings

- Channel: Select the channel to setup
- Name: Label the selected camera (up to 8 characters)
- Position: Where the title of the channel is displayed on screen. You can choose any of the four corners of the display (U-L meaning Up-Left, and D-R meaning Down-Right)
- Color: Fine tune the image of each channel by adjusting hue, bright, contrast and saturation as pictured left
- Covert: allow you to disable image on certain channel from the monitor. Images on the channel will still be recorded and playback as normal.
- Show time: Turn the time display on or off in live view
- Record time: Turn the time display on or off in recorded footage
- Copy: Copy all settings of the current channel to other channels

Default - reset the displayed settings to factory defaults
Apply - After all changes are made click the Apply button to save
Exit - If you want to cancel after making any changes, click Exit to exit the menu without changes

IMPORTANT NOTE: Always click "Apply" after making any changes within the menu system. If you do not click Apply your changes will not be saved

4.3.2 Output

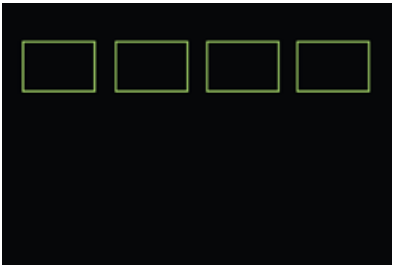
- ***CH Rotate Time:*** Set how long image will be displayed in Sequential viewing mode
- ***VGA Resolution:*** Select the output resolution when connected via VGA cable
- ***Video Output:*** Set the primary video output, AUTO, VOUT or VGA. The default is set to AUTO
- ***Transparency:*** Adjust menu transparency range from 1~128
- ***Volume:*** Adjust the DVR unit volume if speakers are attached

4.3.3 Privacy Zone

The Privacy Zone allows you to mask out areas of the camera you do not want to record. For instance, if the camera is in view of a computer screen or monitor you do not want to record you can draw a black box around this area and it will not record. Each channel can support up to 4 privacy zones

1. Select desired channel to apply the Privacy Zone
2. Select the Area to set, 1-4
3. Click Setup to place and position the mask area. Adjust the size of the box by click and dragging the edge of the box. Move the box by clicking and dragging the center of the box
4. After adjusting the mask, right click to exit
5. To copy the mask area settings from one channel to another use the copy function
6. Click Apply to save the changes

4.4 – Record



IMPORTANT NOTE: Always click "Apply" after making any changes within the menu system. If you do not click Apply your changes will not be saved

To access the Record settings, select Record from the main menu. Choose the tabs at the top to switch between sub-menus. The Record menu provides access to features related recording modes, frame rates, channel resolutions etc.

4.4.1 Recording Parameters

- Channel: Select the channel to setup
- Record: Enable / Disable recording for the selected channel
  Note: If recording is disabled for the selected channel all recording modes will be disabled including manual recording
- Pack Duration: Set the maximum recording time per file pack. Recordings will be saved in packs or time blocks. Set the duration of each file pack (15, 30, 45 or 60 mins)
- Pre-record: Set to enable to ensure you never miss the start of an event.
  The DVR unit will begin recording a few seconds before the motion event.
- Copy: Copy settings from one channel to another

4.4.2 Schedule Recording

The Schedule function allows you to set up automated recordings. Choose from always record, motion detection recording or no recording

- Channel: Select the channel to setup
- Day: Select day of the week to setup
- Set the record type: 24 hours of the day are represented by 24 boxes in 2 rows. Click the box to change the record type. Green is normal recording which will record for the whole hour. Yellow is motion recording which will only record when motion is detected. Gray is no recording.
- Copy: Copy settings for the week and or copy settings to all cameras

NOTE: If Normal and Motion recording is selected at the same time, the Normal option will take priority and record for the hour block

IMPORTANT NOTE: Always click "Apply" after making any changes within the menu system. If you do not click Apply your changes will not be saved

4.4.3 Main Stream

The Main Stream tab allows you to adjust the resolution and recording stream for each camera

IMPORTANT NOTE: Always click "Apply" once any changes are made within the menu system. If you do not click Apply your changes will not be saved

- Resolution: D1 is the highest resolution, CIF is the lowest. D1 - 704 x 576, HD1 - 704 x 288, CIF – 352 x 288
- Fps (frames per second): Choose from 1 to 25 fps. D1 global max frames 50. HD1 global max frames 100. CIF global max frames 100.
- Bit rate: Higher bit rates use more hard drive space
- Audio: If a mic (not included) is attached, select this option to record video and audio stream simultaneously. The audio will be attached to the camera 1 stream
- Copy: Copy settings from one channel to another

Note: D1 resolution is the best image but uses the highest amount of hard drive space. SEE APPENDIX FOR APPROXIMATE RECORDING TIMES

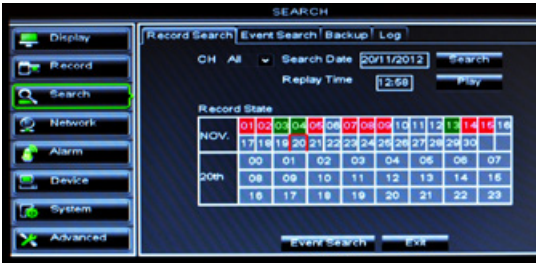
4.5 – Search

4.5 Search

To access the Search settings, select Search from the main menu. Choose the tabs at the top to switch between sub-menus. The Search menu provides access to playback recordings and backup to flash drive

4.5.1 Record Search

Record Search is a search of all events by month. It is useful to browse footage if you do not know the exact day or time



1. Set the CH to search, 1-4 or all
2. Change the Search Date to the date to search
3. Click the Search button
4. If you know the time of the incident, enter the Replay Time and press Play

Record State – this section is separated between day view by month on top and the hour view by day on the bottom

- After pressing Search, any recorded events during the day or month will appear on the calendar. Green events represent manual or scheduled recordings and Red events represent Alarm or Motion events

- Clicking a day of the month will change the hour display. Clicking an event in the hour display will bring you to the channel selection screen. Check the channels you would like to view and press play. Note only the channels with recorded footage will play an image

Example – I would like to view footage of cameras 1, 2, 3, 4 recorded around 9am on March 10th, 2013

1. Set CH to ALL
2. Change the Search Date to 10/03/2013
3. Click Search
4. In the hour display of Record State click 09
5. Check all 4 cameras to display
6. Click Play, footage begins playing from 9am

4.5.2 Event Search

Event Search gives a listing of all events from a specified date and time by individual channel. This function is useful for viewing and backing up footage from a specific date and time range

1. Set the Search Date
2. Choose the CH to view, 1-4 or All
3. Set the Search Time
4. Choose the TYPE of event you are searching for, Normal, Alarm or All
5. Click the Search button to show the listing of events

The chart will be populated with events that meet your search criteria. Click the left and right arrows to switch pages. Click the event you would like to view and it will begin to playback

Backup: To backup footage from the Event Search page follow the steps below

1. Insert your USB flash drive. If you have not formatted the flash drive for use with the DVR unit *see section 4.8.1*
2. In the chart, click the BAK box next to the events you would like to backup
3. Click the Backup button and the events will automatically copy to the flash drive
4. Files can be played back using the included software on the CD

Playback Controls

1. Timeline Bar: Move the slider to the time you would like to view. Note if there is no footage during the selected time, playback will end
2. Rewind: Rewind footage. Click again to speed up rewind
3. Slow: Toggle slow motion speed
4. Play: Resume normal playback
5. Pause / Step: Click to pause playback, click again to step forward frame by frame
6. Fast Forward: Advance footage. Click again to speed up fast forward
7. Mute: Click to mute Audio if applicable
8. Volume: Move the slider to adjust the volume if applicable
9. Exit: Click to exit

4.5.3 Backup

If you know the exact date, time and channel you would like to backup, use the Backup feature, otherwise use the Event Search feature to review footage before backing up

1. Set the Search Date
2. Choose the CH to view, 1-4 or All
3. Set the Search Time
4. Choose the TYPE of event you are searching for, Normal, Alarm or All
5. Click the Search button to show the listing of events
6. Insert your USB flash drive. If you have not formatted the flash drive for use with the DVR unit *see section 4.8.1*
7. In the chart, click the BAK box next to the events you would like to backup
8. Click the Backup button and the events will automatically copy to the flash drive
9. Files can be played back using the included software on the CD

4.5.4 Log

The system log lists all events recorded by the DVR unit including Video Loss, administration changes and motion events in addition to recording events

To backup the DVR unit Log follow the below steps

1. Set the **Log Type**, All, Alarm or Operation
2. Set the **Start Time** and **End Time**
3. Click **Search**
4. Insert your USB flash drive. If you have not formatted the flash drive for use with the DVR unit *see section 4.8.1*
5. Click **Backup** to save the log to the USB flash drive

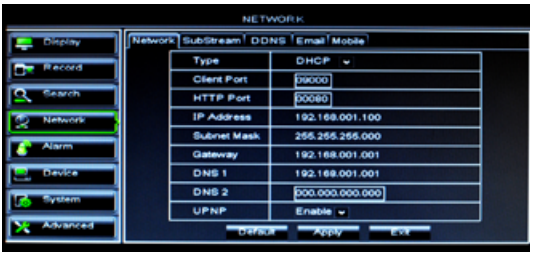
4.6 – Networking

4.6 Networking

The powerful Cocoon Digital Video Security System features advanced settings for viewing footage over the internet and on supported 3G enabled mobiles and tablets. Network setup is the most technically involved feature of the DVR unit and requires some working knowledge of networking and modifying modem / router settings. The next few pages will explain the basic features and setup of remote viewing. Visit our website for further details on networking and DVR unit setup www.winplus.com.au

IMPORTANT NOTE: In order to use networking features of this DVR unit you must connect the DVR unit to a hi-speed internet connection. To view on mobiles or tablets, your mobile network must support mobile data at 3G recommended speeds. It is the user's responsibility to ensure their mobile coverage is suitable for use with the DVR unit. Winplus Australasia is not responsible for any additional data charges that may be incurred. If possible, Winplus suggests connecting your mobile or tablet via Wi-Fi before viewing remotely

4.6.1 Network

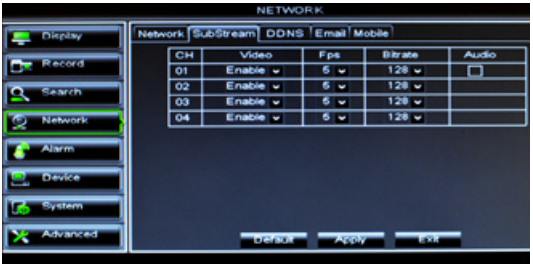


Type: Set your network connection type – Static, DHCP or PPPoE
Client Port: This is the port the DVR unit will send information through over the web
HTTP Port: This is the port you will send information from you to your DVR unit
IP Address: If using the Static setup, input the IP Address your DVR unit will be registered to on your modem or router for example, 192.168.1.50
Subnet Mask: Enter your network's Subnet Mask, for example, 255.255.255.000 is common among major router brands
Gateway: Enter the Gateway your network uses to connect to the internet, for example 192.168.1.254
DNS 1 & DNS 2: Enter the DNS IP Addresses assigned by your network
UPnP: Enable if supported by your modem or router

NOTE: If you are not using UPnP you must manually port forward the Client and HTTP ports on your modem / router. Consult your modem / router manufacturer if you are unsure how to do this

IMPORTANT NOTE: Always click "Apply" after making any changes within the menu system. If you do not click Apply your changes will not be saved

4.6.2 Sub Stream (Network)



Sub Stream tab for Network settings defines which channels are displayed over the web along with frame rates and bitrates

Video: Enable or Disable channels to view over the network

FPS: Set the frame rate to send over the network, frame rates depend on the host and local bandwidth
Bitrate: Set the Bitrate each channel will transmit
Audio: Click to enable the audio stream. Note the audio stream is attached to CH 1

IMPORTANT NOTE: Always click "Apply" after making any changes within the menu system.
If you do not click Apply your changes will not be saved

4.6.3 DDNS

Some internet providers operate using DDNS or Dynamic DNS IP addresses. As opposed to a fixed Static IP a DDNS IP is dynamic and constantly changing. This type of IP address is a problem for your DVR unit unless you setup a service to manage this. Fortunately there are many services available that can do this for you however, some ask for a nominal fee for their services.

DDNS: If you have a DDNS service registered, set this to Enable. If you are unsure if you have a dynamic or static IP connection, contact your internet provider.
Server: Choose your DDNS provider from the drop down list
Host Name: Enter your host name provided by your DDNS provider
User Name: Enter your DDNS provider User Name
Password: Enter your DDNS provider Password

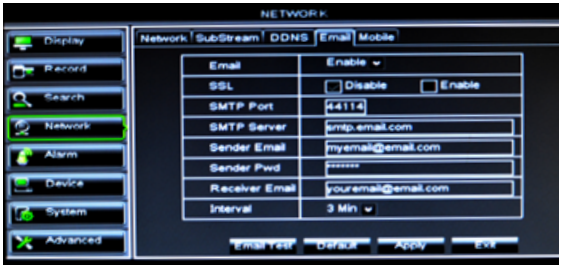
IMPORTANT NOTE: Always click "Apply" after making any changes within the menu system. If you do not click Apply your changes will not be saved

4.6.4 Email

The Cocoon Digital Video Security System can email you Motion alerts if enabled. Contact your network administrator if you do not have this information

Email: Enable or disable email alerts
SSL: Enable if your email server uses SSL
SMTP Port: Enter the SMTP Port number
SMTP Server: Enter your server details
Sender Email: Email address notifications sent from
Sender Pwd: Email password
Receiver Email: Email address the alerts will be sent to
Interval: Set the minimum interval between alerts

IMPORTANT NOTE: Always click "Apply" after making any changes within the menu system. If you do not click Apply your changes will not be saved



4.6.5 Mobile

Assign a user name and password for viewing over mobiles

User Name: Enter the mobile login user name
Password: Enter the mobile password
Mobile Port: Enter the port number info will be transferred on between 1024 and 65535

IMPORTANT NOTE: Always click "Apply" after making any changes within the menu system. If you do not click Apply your changes will not be saved

4.6.6 Remote Viewing: The Easy Way

If you do not understand the above IP addresses, port settings, port forwarding, dynamic addresses we highly recommend enabling DHCP connection type and UPnP and following the instructions below

Setup Your Modem and DVR unit for Remote Viewing

1. Ensure your modem / router is DHCP compatible (check your modem / router user manual)
2. Turn on UPnP mode on your modem / router
3. On the DVR unit go to Network > Network tab and set Type to DHCP
4. Set UPNP to Enable
5. Set the Client Port to 9000
6. Set the HTTP Port to 80
7. Click Apply
8. Go to the Network > Mobile tab and set the User Name and Password
9. Set the Mobile Port to 18004
10. Open Internet Explorer or Safari on Mac. Note other browsers are supported at this time
11. Go to www.whatismyip.com and write down your IP address

Viewing on a PC or Mac

1. Test your DVR unit connections are correct by opening up Internet Explorer or Safari and type in your IP address "http://xxx.xxx.xxx.xxx:80" and press enter
2. If you arrive at the DVR unit login screen your connections are working correctly. Enter the admin password to login
   - If you see an ActiveX notification on the top of the screen click install. If Internet Explorer tells you it is unable to download unauthorized software, see the advanced ActiveX controls in the troubleshooting guide

- If you do not see the login screen or ActiveX download bar, try changing the HTTP and Client port to another port and repeat the steps above

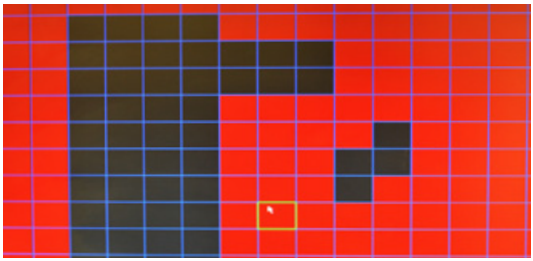
To View on Android or iOS

1. Download the ASee or ASee+ app from the Google Play or iOS App Stores
2. Press the settings and add buttons to register your DVR unit
3. Follow the on screen prompts and fill in the corresponding IP Address, Mobile Port, User Name and Password details from the steps above
4. Press the play or connect buttons and choose the cameras you would like to view

4.7 – Alarm

To access the alarm setting, click Alarm in the Main Menu. This DVR unit System is equipped with Motion Detection technology. Each detection is considered an alert or alarm which can be set to trigger a recording. Using Motion Detection will save on disk space and keep you from spending hours searching through recorded footage by only viewing when motion has occurred

4.71 Motion



Channel: Select the channel 1-4 to setup
Enable: Set to Enable to turn on Motion Detection
Area: Set the area to monitor for motion. Click and drag to select or deselect larger areas at once. Only sections highlighted in red will detect and record motion. If for example you did not want false triggers from a tree on part of the screen you would unmark this area to prevent false motion events

Sensitivity: Set the sensitivity level of motion detection, 1 being the least sensitive or 8 being the most sensitive. If Motion Detection is constantly detecting motion at night, turn down the sensitivity level

- Show Message: An M in red will appear on screen when motion is detected and recording when this option is active
- Buzzer time: Set duration of the buzzer when motion is detected (10s, 20s, 40s, 60s, Off)
- Send Email: Allows DVR unit to send images where alarm is triggered to specified email address
- Full Screen: When the motion is detected, the corresponding channel will be switched to full screen mode
- Record Channel: When motion is detected, the selected channel(s) will start recording
- Post Recording: Set duration of recording after event ends (30s, 1 min 2 min 5 min)
- Copy: Copy current channel parameters to other selected channel or all channels

IMPORTANT NOTE: Always click "Apply" after making any changes within the menu system. If you do not click Apply your changes will not be saved

4.8 – Device

To access the Device features click Device from the Main Menu. Device features hard disk and flash drive maintenance as well as PTZ setup

4.8.1 HDD

The HDD tab shows the current hard drive status including free memory vs total memory and number of hours recording remaining based on current recording rates

Overwrite – When in use the Overwrite feature will record over any recordings older than the date chosen. For example, if overwrite is set to 30 days, the DVR unit will only record over footage older than 30 days. Setting this option to Auto will overwrite the oldest footage as soon as the hard drive is out of space. Setting this option to Close will never overwrite footage

Formatting the Hard Drive

1. Click the box next to the hard drive under Select
2. Click Format HDD
3. Confirm your selection

IMPORTANT NOTE: Formatting the hard drive will erase all footage on the disk. Do not format the hard drive unless you have backed up all footage you require

Formatting a Flash Drive

Before you can use a Flash Drive for backup in the DVR unit you must first format it for use

1. Insert the Flash Drive into the front USB port
2. Click the Format USB button
3. Confirm your selection

IMPORTANT NOTE: Formatting the USB Flash Drive will erase all data on the USB Flash Drive

Note:

- It is an important to configure your DVR unit and make sure that the hard drive (HDD) file system is correct. It is strongly recommended to format the HDD before you do any recording
- This model DVR unit supports one internal hard drive, therefore DVR unit shows "No Disk" on the second line

4.8.2 PTZ

This DVR unit is compatible with PTZ (Pan, Tilt & Zoom) cameras. Access this Setup page to configure the PTZ camera settings. Please note the PTZ device can be activated only when a channel in connection with the PTZ camera is selected. Consult the manual of your PTZ camera for correct settings

Channel: Select the channel for the PTZ camera

Protocol: Select the required protocol for the PTZ camera

Baud Rate: Select the baud rate which the PTZ camera operates. Please check the PTZ camera specs or manual for this information

Data Bit, Stop Bit, Parity & Address: Check your PTZ camera documentation for this information and select the correct setting

Cruise: Also known as Patrol mode. Select to enable / disable this feature

4.9 – System

To access the System menu click System from the Main Menu. System contains controls to setup the date and time as well as user accounts and version information

4.9.1 General

The General Setup interface allows you to setup general settings such as time and date, language and day light savings settings

Date:	Display the current date. Click on the digit to change the date
Time:	Display the current time. Click on the digit to change the time
Date Format:	Select desired date format from the drop down list
Time Format:	Choose between 24 hour or 12 hour time format
DST:	See next section for DST (Day Light Saving) settings
NST:	See next section for NST (Network Time Protocol) settings
Language:	Choose desired language for user interface
Menu Time Out	Set the automatic exit time if no activity is detected in menus

Day Light Saving (DST) Setting

Day Light Saving Time:
Select to enable/disable the Day Light Saving function
Time Offset: Select offset for DST
Daylight Saving Time Mode: Switch between week mode or date mode
Start Time: Set the start time of Daylight Saving
End Time: Set the end time of Daylight Saving

Network Time Protocol (NTP) Service

Select to enable/disable NTP service
Server Address: currently support three servers, including time.windows.com, time.nist.gov and pool.ntp.org
Time Zone: Set the current GMT time in your region

Note: The above changes will be available only when DVR unit is connected to the internet
When NTP function is enabled, the system will calibrate the time every 00:07:50 and every time system starts up

4.9.2 Users

1. The DVR unit supports up to seven users with one Admin account

2. Select the account you wish to edit and click Edit button

- User name: Enter a maximum of eight characters

- Password: Enter a maximum of 6 numbers. Only numbers supported

Admin is authorized to set common user's authority. Click the check box for the user account you wish to customize and select Permission to enter the interface as shown

Log Search: allow user to check the entire system log
Parameter: allow user to set all parameters
Maintain: allow user to update version, recover device reboot and shut down
Disk Manage: allow user to manage and control the HDD
Remote Login: allow user to remotely login to the DVR unit to view security footage
Rotate Control: allow user to set rotate command

Manual record: allow user to manually start / stop record
Backup: Set the channels the user can backup
Live: Set the channels the user can live view
Playback: Set the channels the user can playback
PTZ control: Set PTZ access for the user

Note: If password is enabled, you will have to log in if you want to access main menu. User access will depend on the settings from the Admin account.

4.9.3 Version

This tab displays the system information

- Device Name
- Device ID
- Device Type
- Hardware Version
- Software Version
- IE client version
- MAC Address – Note if multiple DVRs are on the network the MAC address should be modified

4.10 Advanced

Click the Advanced button in the Main Menu to access the Advanced settings. Advanced settings allow you to setup auto reboots, upgrade the firmware (if available) or shut down the system

4.10.1 Maintain

Like your PC, maintenance should be performed periodically to keep the DVR unit in peak condition. It is strongly recommended that the DVR unit is rebooted at least once a month to clear the temporary memory and cache

4.10.2 Events

Event Type: Event alerts can be set for Disk - No Space, Disk Error and Video Loss
Enable: Select to activate alarm for event
Buzzer: Set the duration of the buzzer when the selected event is triggered (10s, 20s, 40s, 60s)
Show Message: Show message on the screen when event is triggered
Send Email: Send notification to the your email account (if activated and setup)

5 - Viewing footage on your computer

5.1 Installing the Video Player Software

1. Insert the CD into your CD Drive
2. Click Start > Computer and navigate to the CD Directory
3. Double click and install the Video Player software. Follow the on screen instructions
4. Open the Video Player software

5.2 Playing Backup Footage

1. Insert your USB Flash Drive with backed up footage into your computer
2. From the main Video Player view screen, click the Open File button

4. Find the file you would like to play and click Open
5. Use the controls below to navigate through footage

Play button: click the icon to playback the backup record;

Pause button: click the icon to pause the backup record;

Stop button: click the icon to stop the backup record;

Next: Click the icon to play next record;

Prev.: Click the icon to play previous record

Slow button: Click the icon to play the backup record at 1/2, 1/4, 1/8 and 1/16 speed.

FF button: Click the icon to fast forward the backup record at x2, x4, x8 and/or x16 speed.

Open: Click the icon to open one record file.

Click the icon to enter into full screen mode.

Click the icon to never place one target to top.

Click the icon to place one target to top.

Click the icon to place the playing record to top.

Snapshot button: click the icon to capture the live image and save the captured one to directory:\\video client\capture.

Volume Adjust: click the icon to adjust the volume.

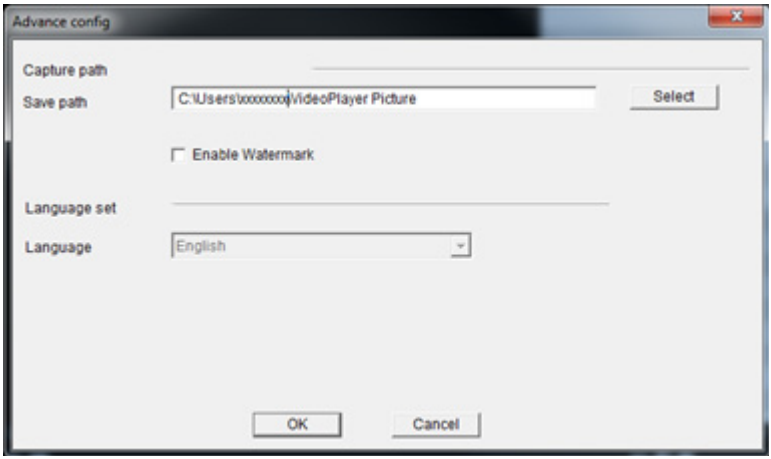
Add fold or file to player.

Delete one file in the list

Delete all the files in the list

Unfold or fold the list files

Advance Configuration: click the icon to set one capture path and language shown as Picture 5-27.



6 – Appendix 1 – Networking

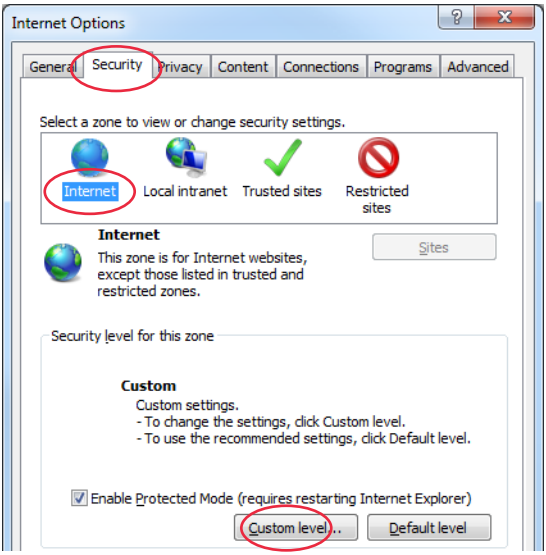
In order to view your DVR unit on a computer or mobile over the internet you must setup your DVR unit and modem / router as per the instructions in section 4.6 Networking. If you are still having difficulty viewing over the web, see the steps below

IMPORTANT NOTE: In order to use networking features of this DVR unit you must connect the DVR unit to a hi-speed internet connection. To view on mobiles or tablets, your mobile network must support mobile data at 3G or better recommended speeds. It is the user's responsibility to ensure their mobile coverage is suitable for use with the DVR unit. Winplus Australasia is not responsible for any additional data charges that may be incurred. If possible, Winplus suggests connecting your mobile or tablet via Wi-Fi before viewing remotely

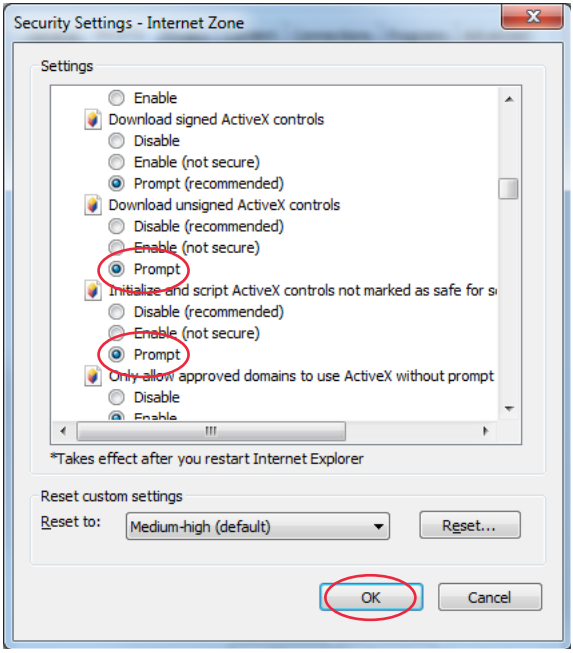
6.1 Internet Explorer – ActiveX Settings

If you are receiving an ActiveX installation error Internet Explorer's security settings are blocking you from installing the DVR unit client software. Follow the steps below to adjust the ActiveX settings

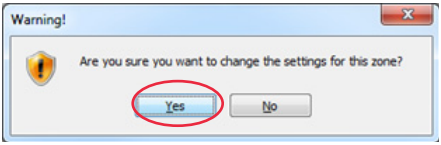
1. Open Internet Explorer
2. Click Tools > Internet Options
3. Click the Security tab
4. Click Internet
5. Click Custom Level...



6. Scroll down to Download unsigned ActiveX controls and click Prompt
7. Under Initialize and scrift ActiveX controls not marked as safe for scripting, click Prompt
8. Click OK



9. When asked to confirm changes, click Yes



10. Enter your DVR unit's IP address again and press enter
11. Click the ActiveX installation box and choose install. The software will automatically download and install

6.2 Logging Into the DVR unit over Internet Explorer or Safari

1. Enter your DVR unit's IP address into IE or Safari address bar. For example http://216.138.313.28:80
2. The DVR unit login screen will appear in your browser. Enter your DVR unit User Name, Password, Client Port, Bitrate and click login

3. The DVR unit interface will load. While viewing over the internet on PC or Mac your DVR unit will function just like the physical unit. *See the section 4* – DVR unit Menu for help operating the DVR unit

Visit www.winplus.com.au/cocoondvr for additional tips and help with networking

7 – Appendix 2 – Troubleshooting & Support

7.1 – Troubleshooting

Problem	Solution
I have no picture	1.Check that power is on and the Power LED is lit up 2.Check the video cable is attached from the Video Output 1 on the back of the DVR to the yellow video input on your TV or monitor 3.Set the TV or monitor to the correct video input channel. On most TV's you can change inputs by pressing the button labeled source, input, A/V, channel 0 etc.
I have no power	Make sure the power adaptor is connected to the back of the DVR and the other end is plugged into a socket that is turned on
How do I stop the DVR from beeping?	To turn off the audio beep set the Buzzer setting to OFF in the Alarm > Motion menu
Why are some camera images discoloured?	Your cameras are equipped with a night vision filter to help them see at night. This can make some colours appear discoloured. Try adjusting the colour settings in the display menu
My night vision image is very dark or just a black screen	The cameras will work to about 10m in the dark. If you are getting a dark image, the camera may be aimed at a target further than 10m away. Try aiming it closer or down towards the ground to make sure they are working
My night vision image is very bright and I can't see anything when aimed out a window	The infrared light is bouncing off the window and reflecting back into the camera. Either place the camera on the other side of the window or make sure the camera face is flush with the glass surface
Motion Detection settings keep recording all night long	Night vision uses infrared light to 'see' an image at night. It relies on small amounts of ambient light to function correctly. The less light there is the harder it is for the camera to see an image. This can result in artifacts in the image. If there are too many artifacts and motion recording keeps triggering, try adjusting the sensitivity settings in the Alarm menu to a lower value, see

7.1 – Troubleshooting

Problem	Solution
Where do I place my cameras?	Camera placement depends on your application. For homes, suggested camera placements are near doorways, under eaves looking down the driveway, the backyard or in a child's room. For small businesses, high traffic areas near doorways, over cash registers, or down aisles are suggested
Can I add more cameras?	The Cocoon DVR unit accepts up to 4 cameras. You can replace any of the cameras with other cameras however there is no way to add additional channels to the DVR
What is a PTZ camera?	PTZ or Pan / Tilt / Zoom cameras are generally high end cameras that allow you to aim the camera where you want and zoom in. The DVR has built in functions to control the PTZ features when connected to the RS485 port
My hard drive is full	If your hard drive fills up you can either format the hard drive or turn on the Overwrite feature. Setting Overwrite to Enable will overwrite the oldest footage first to ensure there is no down time. Turning motion detection on will only record when motion is detected saving additional hard drive space
Can I add a bigger hard drive?	Yes, the Cocoon DVR unit accepts HDD's up to 2TB in size. If you are unfamiliar with hard drives and changing computer components we strongly suggest you consult a professional. Any damage or modifications to the internal components may void your warranty. Always ensure there is no power to the DVR unit when opening the casing
The remote control is not working	Change the batteries to ensure they are not flat. Make sure you are aiming the remote control at the front of the DVR unit
How long will my DVR record?	Depending on recording settings, resolution and number of cameras you can record for up to 120 days on the lowest settings or approximately 7 days on the highest settings. We recommend setting motion detection to 'enable' to record only when motion is detected to record even longer
We have changed the password but we do not remember what it is	If you have forgotten your password, contact Winplus Technical Support for assistance on 1300 663 907

7.1 – Troubleshooting

Problem	Solution
Can I delete a single recording?	For security reasons you cannot delete a single event. To erase any footage you must format the entire hard drive
Where do I get more help?	Visit www.winplus.com.au/cocoondvr for additional guides and videos or contact Technical Support on 1300 663 907

7.2 Glossary of Terms

Term	Description
DVR	The main unit is a DVR or Digital Video Recorder. It has all of the smarts to detect motion, record, playback and connect to the net
CCTV	CCTV or closed-circuit television uses video cameras to view on a monitor. The DVR can then be used to record the images
camera	The connectors used by the DVR and cameras are camera connectors. They are quick turn and attach or release connectors
Night vision	The cameras are equipped with infrared LEDs which emit light the human eye cannot see which allows vision in low light or "night vision"
PTZ Control	Some higher end cameras are equipped with PTZ or Pan / Tilt / Zoom functionality. When connected to the DVR, the DVR can be used to control the camera
Motion Recording	The DVR is equipped with motion detection technology. When enabled, if motion occurs in the vision of the camera the DVR will begin recording
D1, HD1, CIF Resolution	D1 is the highest resolution, essentially DVD quality, HD1 is literally half of D1 quality while CIF is one quarter of D1. Recording in CIF will record longer but with lower resolution while D1 will record with the best resolution but take up the most space

8 - DVR Specifications

Video Compression	H.264
Video System	NTSC/PAL Selectable
Operation System	Linux (embedded)
Video-input /output	camera 4CH input / 2CH output
Audio input /output	1CH input /1CH output (RCA)
Display	
Resolution	NTSC: 720×480 @ 30fps (each ch) PAL: 720×576 @ 25fps (each ch)
Views	Single Camera / Quad View / Scan
Record	
Resolution	NTSC: 720 x 480 (D1), 720 x 240 (HD1), 360 × 240 (CIF) PAL: 720 x 576 (D1), 720 x 288 (HD1), 360 × 288 (CIF)
Speed	60/50 fps (NTSC/PAL) @ D1 120/100 fps (NTSC/PAL) @ HD1 120/100 fps (NTSC/PAL) @ CIF
Recording Mode	Continuous / Manual / Motion Detect Recording
Playback Channels	4
Network	LAN, DHCP, Dynamic IP and DDNS
HDD interface	SATA HDD, up to 2TB
Multiplex Operation	Live Display, Record, Playback, Backup and Network
USB	2 x USB (for mouse and backup / firmware)
PTZ Control	Built in RS485, support Pelco-P & Pelco-D
Mobile Surveillance	Support Mobile Phones based on iOS and Android operating systems
VGA	Yes
Power Supply	DC 12V 2A

9 - Camera Specifications

Image Sensor	CMOS
Video Quality	420 TVL
Video System	PAL
Infrared IR's	24
Night Vision Distance	Up to 10m
Scan Frequency	50Hz
Minimum Illumination	0 Lux (IR on)
Backlight Compensation	Yes
Electronic Shutter	1/50~10,000 AUTO
Gain Control	Automatic
Lens	3.6mm
Viewing Angle	65 degrees
Operating Temperature	-10 ~ 40°C
Power Supply	DC 12V, 2A (500mA x 4 Cameras)

Notes:

Notes:

10 - Support

For additional support including helpful guides and videos, visit the Cocoon support website at **www.winplus.com.au/cocoondvr**

Telephone: **1300 663 907**
Email: **customercare@winplus.com.au**
Website: **www.winplus.com.au**

11 - Warranty Details

This product is warranted against defects for a period of One year If the product is faulty, Winplus will repair or replace the product (at its discretion) at no cost to you provided the product has been used in accordance with instructions provided. You are responsible for any expenses associated with making a claim under this warranty (incl. postage).The benefits under our Warranty are in addition to other rights and remedies under consumer law in relation to these goods.Our goods come with guarantees that cannot be excluded under the Australian Consumer Law. You are entitled to a replacement or refund for a major failure and for compensation for any other reasonably foreseeable loss or damage. You are also entitled to have the goods repaired or replaced if the goods fail to be of acceptable quality and the failure does not amount to a major failure.

Winplus Australasia Pty Ltd
PO Box 537
Bayswater Business Centre Vic 3153
03 8727 7600

cocoon™

DIGITAL VIDEO SECURITY SYSTEM